

Central University of Jharkhand

(Established Under the Central Universities Act, 2009)

Advertisement No: - 03/2023

Engagement of Manpower on purely contract basis

Ref:CUJ/Advt./2023-24/03

Date: 22.08.2023

Central University of Jharkhand, under Ministry of Education, Government of India invites offline applications from Indian nationals for hiring the services of Assistant (IQAC), Assistant (Finance & Accounts) and Assistant (Library Science) on contract basis for a period of one year.

Candidates are required to be familiar with university functioning and with basic knowledge of computer applications. Candidates possessing higher qualification and experience than prescribed for the post may be preferred.

Candidates are required to send their applications with all testimonials by Speed Post or Registered Post to reach **The Registrar, Central University of Jharkhand, Vill. Cheri-Manatu, P.O Kamre, P.S – Kanke, Ranchi-835222, on or before 31.08.2023.**

For further details please logon to our website www.cuj.ac.in

Any addendum/corrigendum and further information shall be posted only on the University website.

REGISTRAR

Central University of Jharkhand

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DETAILS OF ENGAGEMENT ON CONTRACT

Sl.No	Name of the post	Number of posts	Consolidated emoluments
01.	ASSISTANT (IQAC)	01	A fixed monthly emoluments of Rs.30,000. No DA/HRA/ OTHER ALLOWANCE is admissible.
02	ASSISTANT (Finance & Accounts)	01	
03.	ASSISTANT (Library Science)	01	

1. Assistant (IQAC)

Essential qualification(s):

- A Master's Degree in any discipline from recognised Institute / University.

Desirable Experience:

- Proficiency in typing, noting and drafting.
- Knowledge of Computer Applications
- Experience of working in e-governance system (familiar in computer based administration)

Age: Not more than 30 years as on the last date of submission of application.

2. Assistant (Finance & Accounts))

Essential qualification(s):

- A Master's Degree in Commerce discipline from recognised Institute / University.

Desirable Experience:

- Experience in handling Tally ERP software
- Knowledge of Computer Applications
- Experience of working in e-governance system in NPS, Project Financial Management System (familiar in computer based administration)
- Gateway and networking systems

Age: Not more than 30 years as on the last date of submission of application.

3. Assistant (Library Science)

Essential qualification(s):

- A Master's Degree in Library and Information Science discipline from recognised Institute / University.

Desirable Experience:

- Relevant experience in Library / office automation
- Knowledge of Computer Applications
- Experience of working in e-governance system (familiar in computer based administration)

Age: Not more than 30 years as on the last date of submission of application.

GENERAL INSTRUCTIONS FOR APPLICANTS

- i) Applications are invited from Indian nationals for hiring of the services of Assistant (IQAC), Assistant (Finance & Accounts) and Assistant (Library Science) on contract basis for a period of one year.
- ii) Applicants are advised to satisfy themselves before applying that they possess essential qualifications as mentioned in the advertisement. It is the sole responsibility of the candidate to ensure that he/ she possess prescribed eligibility for the post which he / she are applying.
- iii) The date of birth is acceptable as mentioned in the SSC/ Matriculation certificate issued by the concerned educational board / university.
- iv) Applicants have to mention e-mail id and mobile number in the application form and correspondence will be made only on e-mail and mobile number during entire process of engagement.
- v) The date of determining the eligibility of applicants in all respects will be the last date of the receipt of applications.
- vi) The selection will be based on written test and /or interview, at the discretion of the competent authority.
- vii) Candidates conversant with university functioning, possessing higher educational qualification than minimum essential qualification and with hands on experience in computers will be preferred.
- viii) The qualifications should have been obtained from recognised University / Institution.
- ix) Certificates in support of experience should be in proper format i.e., it should be on the organisation's letter head, date of issue, period of experience in pay level / grade pay, name and designation of the issuing authority along with signature.
- x) Any information related to the advertisement shall be displayed in the University Website only. Applicants are advised to visit the website regularly. (www.cuj.ac.in)
- xi) Applicants desirous of applying for more than one post should submit separate application for each post.
- xii) The university shall verify the antecedents submitted by the applicant at any time of engagement or during the engagement. If it is detected, at any stage, that the information given in the application is incorrect / false, the candidature / engagement shall be cancelled / terminated.
- xiii) The candidates called for Written Test / Interview are required to attend at their own cost. No TA/DA will be paid.
- xiv) The University reserves the right to rectify any discrepancy in the advertisement, if found later. The University reserves the right to modify / cancel any communication made to the candidate.
- xv) The number of vacancies mentioned in the advertisement is tentative. The University has the right to withdraw any of the posts advertised or all the posts advertised.
- xvi) The decision of the Competent Authority of the University will be final in the entire process of engagement. No correspondence will be entertained in this connection from any individual (s)/ representatives.
- xvii) All enclosures should be serially page numbered.
- xviii) Applications received after due date will be summarily rejected. The University shall NOT be responsible for any postal delay / loss of application.
- xix) This temporary engagement does not confer any right / claim for regularisation / absorption in the University.
- xx) The application along with copies of certificates related to age, educational qualification and experience along with all relevant enclosures should be sent to “ **The Registrar, Central University of Jharkhand, Vill. Cheri-Manatu, P.O Kamre, P.S – Kanke, Ranchi-835222,**” on or before 31.08.2023 by either Speed Post or Registered Post duly superscripted on the cover as follows: APPLICATION FOR THE POST OF ----- AGAINST ADVT. No.-----

Central University of Jharkhand

(Established Under the Central Universities Act, 2009)

Application for the hiring of Assistant (IQAC), Assistant (Finance & Accounts) and Assistant (Library Science)

Self attested
photo

Sl.No	Applicant's personal and profession details			Sl. No of supporting document attached
01.	Name in (Block letters)			
02.	Father / Spouse name			
03.	Date of Birth & Age as on the last date of application			
04.	Address for communication			
05.	Mobile No.			
06.	E-mail id.			
07.	Nationality			
08.	Category (SC/ST/OBC/UR)			
09.	Marital status (Married / Unmarried)			

10. (Details S.S.C (X) on wards

Educational qualifications (S.S.C onwards)					Sl. No of supporting document attached
Examination passed	Institute / University	Month & Year	Subjects	Class / Division % of Marks	

11.

Details of Experience (Separate sheet may be enclosed, if required and supporting documents shall be enclosed)						Sl. No of supporting document attached
University / Institute /Department / Organisation	Post held	Whether Regular / Deputation / Contract (please specify)	Pay details (PB/ Level)	Period of service & length of service in the post	Nature of duties	

12.

Any other relevant information you want to furnish and not covered in the above columns.(Please attach separate sheet, if required)

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Undertaking

I undertake that I have read the advertisement No. ----- and instruction therein and the information given by me is correct and I understand that my application shall be rejected if the information is not correct or application is incomplete.

Further I undertake that I have enclosed all supporting documents with respect to educational qualification and experience and all the enclosures have been numbered and recorded in the space provided in the application format.

I understand that the hiring of service in Central University Jharkhand is purely temporary and does confer any right / claim for regularisation / absorption in the University.

Signature of the Applicant with date

Full Name in Capitals

Place

Date